

**SECURITY OFFICER II
DEPARTMENT OF JUSTICE**

**DEPARTMENTAL PROMOTIONAL
SPOT - SACRAMENTO**



State of California
**DEPARTMENT
OF JUSTICE**
P.O. Box 944255
Sacramento, CA 94244-2550

CALIFORNIA STATE GOVERNMENT • AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

FINAL FILING DATE

August 16, 2012 - Examination Applications (Form STD. 678) must be **POSTMARKED (U.S. MAIL)** no later than the final filing date. Applications must have an original signature. Applications postmarked, personally delivered, faxed or received via interoffice mail after the final filing date will not be accepted for any reason.

WHO CAN APPLY

Persons who meet the minimum qualifications by the final filing date as stated on this bulletin. Applicants must have a permanent civil service appointment with the Department of Justice as of the final filing date. Employees who have a limited-term appointment in the department for which the examination is being given (provided they have had a permanent appointment and no subsequent break in service) are allowed to participate in departmental promotional examinations in the department. Other employees who meet the following criteria may also apply: 1) a current or former legislative employee meeting the criteria defined in Government Code (GC) Section 18990; **OR** 2) an exempt employee meeting the criteria defined in GC Section 18992 **OR** 3) Persons who are retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in GC section 18991.

NOTE: Applicants who qualify under #3 must submit a copy of Form DD214 along with their Standard State Application (STD. 678)

HOW TO APPLY

Examination Application Forms (Form Std 678) may be downloaded from the California Department of Human Resources website at www.jobs.ca.gov. Applications must be mailed to or filed in person with:

Mailing Address:

Department of Justice
Testing and Selection Unit
P.O. Box 944255
Sacramento, CA 94244-2550

File in Person:

Department of Justice
Testing and Selection Unit
1300 "I" Street, 7th Floor Receptionist
Sacramento, CA 95814

**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD, ONLINE,
VIA INTER-AGENCY MAIL OR FAX.**

**SPECIAL TESTING
ARRANGEMENTS**

If you are an individual with a disability and need reasonable accommodation to participate in this examination, please mark the box in question #2 on the "Examination Application". You will be notified in writing to determine what assistance can be provided.

**QUALIFICATIONS
APPRAISAL INTERVIEW**

It is anticipated that Qualifications Appraisal Interviews will be held in **September 2012**.

SALARY RANGE

\$3448-\$4342

The salaries used in this bulletin are the latest available from the State Controller's Office, but may not reflect the most recent salary adjustment.

**ELIGIBLE LIST
INFORMATION**

A departmental promotional eligible list will be established for the Department of Justice. The list will be abolished **12** months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

Positions exist in Sacramento only with the Department of Justice.

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**REQUIREMENTS FOR
ADMITTANCE TO THE
EXAMINATION**

All applicants must meet the education and/or experience requirements for this examination by the final filing date. All applications/resumes must include "to" and "from" employment dates (month/day/year), time base, and applicable civil service classification title(s) with a detailed description of duties.

**MINIMUM
QUALIFICATIONS**

EITHER I

EXPERIENCE: One year of experience in the California state service performing the duties of a Security Officer I, Department of Justice.

OR II

Two years of experience performing security-related duties in a supervisory capacity in a local, State or Federal governmental agency.

AND

EDUCATION: Equivalent to completion of high school.

**POSITION
DESCRIPTION**

The Security Officer II, Department of Justice is the working supervisory level in the series. Incumbents supervise Security Officer Is, Department of Justice and may supervise additional staff, (i.e., Retired Annuitants, contract staff and student assistants); Incumbents prepare shift schedules; assign and relieve shift; check periodically on shift coverage; supervise the handling of problem incidents; prepare special incident reports; review and approve reports prepared by Security Officers I, Department of Justice; assist in training Security Officers I, Department of Justice, evaluate their performance and take or recommend appropriate action make recommendations on changes in security procedures; as necessary, work with Department of Justice management, CHP and local law enforcement personnel; perform other security related functions as required.

**EXAMINATION
INFORMATION**

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examination interview will be on measuring competitively, relative to job demands, each competitor's:

Knowledge of:

1. Procedures involved in maintaining order and security at designated buildings.
2. The use and care of small firearms.
3. Basic investigative techniques and procedures.
4. Laws of arrest, search and seizure.
5. Legal rights of citizen.
6. Investigative report writing, including characteristics of effective reports, report formats, fundamental content elements, questions that must be answered within an effective report, common law enforcement abbreviations, and report writing mechanics in order to document facts and activities clearly and increase the likelihood of successful prosecution of criminal cases
7. Principles of effective supervision.

Ability to:

1. Assess situations accurately and take appropriate action.
2. Control movement of employees and visitors under security conditions.
3. Think and act effectively in emergencies.
4. Interpret and enforce security regulations with firmness and tact.
5. Learn and apply first aid and CPR.
6. Make decisions regarding the direction and focus of work tasks; decisions may be crucial and during an emergency situation.

**SPECIAL PERSONAL
CHARACTERISTICS**

Willingness to work at night and/or overtime; report for duty at any time emergencies may arise; firmness and tact; alertness; and neat personal appearance.

**SPECIAL PHYSICAL
CHARACTERISTICS**

Good health, sound physical condition, strength, endurance, and agility; normal hearing; normal vision function and visual acuity of not less than 20/70 in each eye without correction and 20/30 in each eye with correction; normal color vision, color vision adequate to successfully perform the job as measured by the Ishihara Pseudo-Chromatic Plate Test or for persons failing the Ishihara, the Farnsworth D-15 Arrangement Test; body weight in normal proportion to height.

**CITIZENSHIP
REQUIREMENT**

Existing law provides that peace officers be either a U.S. citizen or a permanent resident alien who is eligible for and has applied for U.S. citizenship at least one year prior to the final file date for this examination. The one-year requirement does not apply to permanent resident aliens who have applied for peace officer classes prior to their 19th birthday.

**DRUG TESTING
REQUIREMENT**

Applicants for positions in this class series are required to pass a drug screening test.

MINIMUM AGE

Minimum age at time of appointment: 18 years.

**FELONY
DISQUALIFICATION**

Existing law provides that persons convicted of a felony are disqualified from employment as peace officers. Such person are not eligible to compete for, or be appointed to, positions in this class. In addition, use of "hard drugs" (e.g. heroin, cocaine, or hallucinogenics) at any time as an adult constitutes basis for disqualification from peace officer examinations.

**ADDITIONAL
REQUIREMENTS**

Under Section 432.7(e) of the Labor Code, persons seeking employment with the Department of Justice may be asked to disclose arrest or detention information regardless of whether or not the arrest or detention resulted in conviction, referral, or participation in diversion programs prior to appointment. Department of Justice regulations may require, as a minimum, pre-employment investigations consisting of fingerprinting; inquiry to local, State, and national files to disclose criminal records; verification of minimum qualifications (i.e., college transcripts); financial status; previous employment background; and personal interviews to determine applicant's suitability for employment.

**VETERANS
PREFERENCE CREDITS/
CAREER CREDITS**

Veteran's preference credits or Career credits **will not** be granted in this examination.

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GENERAL INFORMATION

The Department of Justice reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

It is the Candidate's Responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the Department of Justice Offices (www.ag.ca.gov), State Personnel Board Offices (www.spb.ca.gov), and local Offices of the Employment Development Department (www.edd.ca.gov).

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub divisional promotional, 2) departmental promotional, 3) multi departmental promotional, 4) service wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

If hearing impaired, call the California Relay Service.

1-800-735-2929 (From TDD Phone)

1-800-735-2922 (From Voice Phone)

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.

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TESTING AND SELECTION UNIT
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SACRAMENTO, CA 94244-2550
(916) 324-5039